FINANCE DEPARTMENT SUMMARY

The Finance Department monitors and coordinates financial resources and supplies for all departments. The Budget and Management Division supervises the development and administration of the annual operating budget; the City Clerk's office is responsible for maintaining all official City records and preparing minutes of City Council meetings; the Controller's Division directs general accounting and payroll activity; Purchasing ensures the economical purchase of supplies and services and oversees the central stores; Treasury is the central collection and distribution agency for City funds and handles fund investment for maximum yield; and Retirement and Insurance coordinates the retirement systems, life insurance program, health insurance programs, and the deferred compensation program.

Budget Highlights

The adopted 1988 budget reflects an increase of \$11,475 (.4%) from the 1987 budget.

- Personnel costs account for 76% of the Finance budget.
- The number of positions has increased for 1988 to 74 full-time and 1 part-time with the addition of a Risk Manager (position totals include internal services -- Stationery Stores, DP/OA, and Self-Insurance).
- In 1987, the duties of the City Clerk were assumed by the Director of Finance and a Financial Analyst position was added.
- County Data Processing charges have decreased \$27,065 (7.2%) from \$373,355 in 1987 to \$346,290 in 1988.
- Contractual Services have decreased \$49,775 (9.1%) from \$546,355 in 1987 to \$496,580 in 1988.

Budget Summary							
	<u>1987</u>	<u>1988</u>					
Personal Services	\$1,944,170	\$2,010,570					
Contractual Services	546,355	496,580					
Commodities	108,560	109,440					
Capital Outlay	11,160	5,130					
Other							
Total	<u>\$2,610,245</u>	\$2,621,720					

FUND:

GENERAL

ACTIVITY NO.: 110-40-700-50000

DEPARTMENT: FINANCE

DIVISION: DIRECTOR'S OFFICE

			4000				
			1986		1987		1988
DEDCOMA	CEDVICES		ACTUAL		BUDGET		ADOPTED
PERSONAL			7 574				
110	Salaries & Wages	\$	7,571	\$	60,665	\$	98,220
12x	Health and Life Insurance	<u>,</u> —	1,881	_	1,790		1,900
	TOTAL PERSONAL SERVICES	\$	9,452	\$	62,455	\$	100,120
CONTRACTU	JAL SERVICES						
211	Electricity	\$		\$		\$	
212	Natural Gas						
213	Water						
214	Trash/Dump Fees						
220	Communications		1,760		2,155		1,780
230	Transportation Out-of-city		6,366		1,000		1,000
231	Transportation In-city				2,400		
240	Advertising		5				
250	Insurance						
260	Dues and Subscriptions		12				
270	Professional Services						
291	Office Automation						
292	Data Processing						
293	Central Maintenance						
294	Motor Pool Charges						
2 9 5	Other Contractual Services		58				
	TOTAL CONTRACTUAL SERVICES	\$	8,201	\$	5,555	\$	2,780
COMMODITIE	FC				-		
		\$	441		1 200		1 120
	Office Supplies	Þ	441	\$	1,200	\$	1,230
320	Clothing and Linen						
330	Food, Drugs and Chemicals						
340	Operating Supplies - Buildings						
350	Repair Parts-Bldgs. & Improvements						
360	Operating Supplies - Equipment				400		400
370	Repair Parts - Equipment				100		100
380	Operating Supplies - Construction						
390	Minor Apparatus & Tools						
395	Other Commodities	_		_			
	TOTAL COMMODITIES	\$	441	\$	1,300	\$	1,330
CAPITAL OL	JTLAY						
420	Buildings	\$		\$		\$	
440	Office Equipment						
450	Vehicular Equipment						
460	Operating Equipment						
470	Other Capital Outlay			_			
	TOTAL CAPITAL OUTLAY	\$		\$		\$	
OTHER							
		\$		\$		\$	
		•		•		•	
	TOTAL OTHER	\$		\$		\$	
TOTAL		\$	18,094	\$	69,310	\$	104,230

FUND:

GENERAL

ACTIVITY NO.: 110-40-700-50000

DEPARTMENT:

FINANCE

DIVISION:

DIRECTOR'S OFFICE

The Director's responsibilities are to provide fiscal support programs and direction for all City departments, monitor all Federal, State and Local financial budgets and to render advice and services as requested by the City Manager and City Council. Duties of the Director include: coordination of all accounting, auditing, bookkeeping, office automation/data processing, billing and purchasing activities for the City, and responsibilities of City Clerk's position, deleted for 1988 in the City Clerk's Division. Additionally, the Director is charged with the task of coordinating and supervising the preparation of the City's budget, retirement systems, and risk management systems. For 1988, the Administrative Secretary position, previously shown in Budget and Management Division, is budgeted under the Director's office and the position of Financial Analyst has been added.

	POS	ITIONS	1988	
POSITION TITLE	1987 BUDGET	1988 BUDGET	EMPLOYMENT RANGE	1988 ADOPTED
Director of Finance	1	1	E-4	\$ 52,000
Financial Analyst	0	1	626	23,920
Administrative Secretary	_0	_1	620	21,720
Subtotal	<u></u>	<u>3</u>		\$97,640
ADD:				
Longevity				200
Year End Payroll Accrual				380
TOTAL				<u>\$98,220</u>

FUND:

GENERAL

ACTIVITY NO.: 110-40-060-50000

DEPARTMENT: FINANCE

12x Hear TOTA CONTRACTUAL SI 211 Elect 212 Natu 213 Watc 214 Trai 220 Comm 230 Trai 231 Trai 240 Adve 250 Insu 260 Dues 270 Proi 291 Offi 292 Data 293 Cent 294 Motc 295 Othe TOTA COMMODITIES 310 Offi 320 Clot 330 Food 340 Oper 350 Repa 360 Oper 370 Repa 360 Oper 370 Repa 380 Oper 390 Mino 395 Othe TOTA CAPITAL OUTLAN 420 But 440 Offi	laries & Wages alth and Life Insurance TAL PERSONAL SERVICES SERVICES sectricity tural Gas ter ash/Dump Fees mmunications ansportation Out-of-city ansportation In-city vertising surance se and Subscriptions ofessional Services fice Automation ta Processing mtral Maintenance tor Pool Charges her Contractual Services	\$ \$	1986 <u>ACTUAL</u> 199,444 8,752 208,196 5,082 790 2,037 140 9,900 3,371 14 17	\$ 	1987 BUDGET 213,875 8,310 222,185 4,835 400 9,900 3,485 200	\$ \$	1988 ADOPTED 222,380 8,840 231,220 4,030 400 10,340 4,050
110 Sala 12x Hea TOTA CONTRACTUAL SI 211 Elec 212 Nata 213 Wate 214 Trai 220 Comm 230 Trai 231 Trai 240 Adva 250 Inse 260 Dues 270 Proi 291 Offi 292 Data 293 Cent 294 Mote 295 Othe TOTA COMMODITIES 310 Offi 320 Clos 330 Food 340 Oper 350 Repa 360 Oper 370 Repa 380 Oper	laries & Wages alth and Life Insurance TAL PERSONAL SERVICES SERVICES sectricity tural Gas ter ash/Dump Fees mmunications ansportation Out-of-city ansportation In-city vertising surance se and Subscriptions ofessional Services fice Automation ta Processing mtral Maintenance tor Pool Charges her Contractual Services	\$	199,444 8,752 208,196 5,082 790 2,037 140 9,900 3,371 14 17	\$	213,875 8,310 222,185 4,835 400 9,900 3,485	\$	222,380 8,840 231,220 4,030 400 10,340
110 Sala 12x Hea TOTA CONTRACTUAL SI 211 Elec 212 Nata 213 Wate 214 Trai 220 Comm 230 Trai 231 Trai 240 Adva 250 Inse 260 Dues 270 Proi 291 Offi 292 Data 293 Cent 294 Mote 295 Othe TOTA COMMODITIES 310 Offi 320 Clos 330 Food 340 Oper 350 Repa 360 Oper 370 Repa 380 Oper	laries & Wages alth and Life Insurance TAL PERSONAL SERVICES SERVICES sectricity tural Gas ter ash/Dump Fees mmunications ansportation Out-of-city ansportation In-city vertising surance se and Subscriptions ofessional Services fice Automation ta Processing mtral Maintenance tor Pool Charges her Contractual Services	\$	8,752 208,196 5,082 790 2,037 140 9,900 3,371 14	\$	8,310 222,185 4,835 400 9,900 3,485	\$	8,840 231,220 4,030 400 10,340
12x Hear TOTA CONTRACTUAL SI 211 Elect 212 Natu 213 Watc 214 Trai 220 Comm 230 Trai 231 Trai 240 Adve 250 Insi 260 Dues 270 Prof 291 Offs 292 Data 293 Cent 294 Motc 295 Other TOTA COMMODITIES 310 Offs 320 Clot 330 Food 340 Oper 350 Repa 360 Oper 350 Repa 360 Oper 370 Repa 380 Oper 390 Mino 395 Other TOTA APITAL OUTLAN 420 But 440 Offs	alth and Life Insurance TAL PERSONAL SERVICES SERVICES sectricity tural Gas ter ash/Dump Fees mmunications ansportation Out-of-city ansportation In-city vertising surance es and Subscriptions ofessional Services fice Automation ta Processing ntral Maintenance tor Pool Charges her Contractual Services		8,752 208,196 5,082 790 2,037 140 9,900 3,371 14	- * -	8,310 222,185 4,835 400 9,900 3,485	-	4,030 400 10,340
211 Elec 212 Natu 213 Wate 214 Tra: 220 Comm 230 Trai 231 Trai 240 Adve 250 Insi 260 Due: 270 Pro: 291 Off: 292 Data 293 Cent 294 Mote 295 Othe TOT/ 295 Othe 310 Off: 320 Clot 330 Food 340 Oper 350 Repa 360 Oper 370 Repa 380 Oper 390 Mino 395 Othe TOT/ 2420 Buil 440 Off:	SERVICES sectricity tural Gas ter ash/Dump Fees mmunications ansportation Out-of-city ansportation In-city vertising surance ses and Subscriptions ofessional Services fice Automation ta Processing ntral Maintenance tor Pool Charges her Contractual Services		5,082 790 2,037 140 9,900 3,371 14	- * -	4,835 400 9,900 3,485	-	4,030 400 10,340
211 Elec 212 Natu 213 Watc 214 Tra: 220 Comm 230 Trai 240 Adva 250 Insi 260 Due: 270 Pro: 291 Off: 292 Data 293 Cent 294 Motc 295 Othe TOT/ 0MMODITIES 310 Off: 320 Clot 330 Food 340 Oper 350 Repa 360 Oper 370 Repa 380 Oper 390 Mino 395 Othe TOT/ APITAL OUTLAN 420 Buil 440 Off:	ectricity tural Gas ter ash/Dump Fees mmunications ansportation Out-of-city ansportation In-city vertising surance es and Subscriptions ofessional Services fice Automation ta Processing ntral Maintenance tor Pool Charges her Contractual Services	\$	790 2,037 140 9,900 3,371 14 17	\$	400 9,900 3,485	\$	400 10,340
212 Natu 213 Wate 214 Tra: 220 Comm 230 Trai 231 Trai 240 Adve 250 Insi 260 Due: 270 Pro: 291 Off: 292 Data 293 Cent 294 Mote 295 Othe TOT/ OMMODITIES 310 Off: 320 Clot 330 Food 340 Oper 350 Repa 360 Oper 370 Repa 380 Oper 370 Repa 380 Oper 390 Mind 395 Othe TOT/ APITAL OUTLAY 420 Buit 440 Off:	tural Gas ter ash/Dump Fees mmunications ansportation Out-of-city vertising surance es and Subscriptions ofessional Services fice Automation ta Processing ntral Maintenance tor Pool Charges her Contractual Services	\$	790 2,037 140 9,900 3,371 14 17	\$	400 9,900 3,485	\$	400 10,340
212 Natu 213 Wate 214 Trai 220 Comm 230 Trai 231 Trai 240 Adve 250 Insi 260 Due: 270 Pro: 291 Off: 292 Data 293 Cent 294 Mote 295 Othe TOT/ OMMODITIES 310 Off: 320 Clot 330 Food 340 Oper 350 Repa 360 Oper 370 Repa 380 Oper 370 Repa	tural Gas ter ash/Dump Fees mmunications ansportation Out-of-city vertising surance es and Subscriptions ofessional Services fice Automation ta Processing ntral Maintenance tor Pool Charges her Contractual Services	_	790 2,037 140 9,900 3,371 14 17		400 9,900 3,485		400 10,340
214 Trai 220 Comm 230 Trai 231 Trai 240 Adve 250 Insi 260 Dues 270 Proi 291 Offi 292 Data 293 Cent 294 Moto 295 Othe TOT/ OMMODITIES 310 Offi 320 Clot 330 Food 340 Oper 350 Repa 360 Oper 370 Repa 360 Oper 370 Repa 380 Oper	mmunications mmunications ansportation Out-of-city ansportation In-city vertising surance es and Subscriptions ofessional Services fice Automation ta Processing ntral Maintenance tor Pool Charges her Contractual Services		790 2,037 140 9,900 3,371 14 17		400 9,900 3,485		400 10,340
220 Comm 230 Trai 231 Trai 240 Adva 250 Insi 260 Due: 270 Pro: 291 Off: 292 Data 293 Cent 294 Moto 295 Otho TOT/ OMMODITIES 310 Off: 320 Clot 330 Food 340 Oper 350 Repa 360 Oper 370 Repa 360 Oper 370 Repa 380 Oper	mmunications ansportation Out-of-city ansportation In-city vertising surance es and Subscriptions ofessional Services fice Automation ta Processing intral Maintenance tor Pool Charges her Contractual Services		790 2,037 140 9,900 3,371 14 17		400 9,900 3,485		400 10,340
230 Trai 231 Trai 240 Adve 250 Insi 260 Due: 270 Proi 291 Off: 292 Data 293 Cent 294 Mote 295 Othe TOT/ OMMODITIES 310 Off: 320 Clot 330 Food 340 Oper 350 Repa 360 Oper 370 Repa 380 Oper	ansportation Out-of-city ansportation In-city vertising surance es and Subscriptions ofessional Services fice Automation ta Processing ntral Maintenance tor Pool Charges her Contractual Services		790 2,037 140 9,900 3,371 14 17		400 9,900 3,485		400 10,340
231 Trai 240 Adva 250 Insi 260 Dues 270 Pro 291 Offi 292 Data 293 Cent 294 Moto 295 Othe TOTA OMMODITIES 310 Offi 320 Clot 330 Food 340 Oper 350 Repa 360 Oper 370 Repa 380 Oper	ensportation In-city vertising surance es and Subscriptions ofessional Services fice Automation ta Processing ntral Maintenance tor Pool Charges her Contractual Services		2,037 140 9,900 3,371 14 17		9,900 3,485		10,340
240 Adve 250 Inse 260 Dues 270 Pros 291 Offs 292 Data 293 Cent 294 Moto 295 Othe TOT/ OMMODITIES 310 Offs 320 Clos 340 Opes 350 Repa 360 Opes 370 Repa 380 Opes 390 Mino 395 Othe TOT/ APITAL OUTLAY 420 But 440 Offs	vertising surance es and Subscriptions ofessional Services fice Automation ta Processing ntral Maintenance tor Pool Charges her Contractual Services		140 9,900 3,371 14 17		9,900 3,485		10,340
240 Adve 250 Inse 260 Dues 270 Pros 291 Offs 292 Data 293 Cent 294 Moto 295 Othe TOT/ OMMODITIES 310 Offs 320 Clos 340 Opes 350 Repa 360 Opes 370 Repa 380 Opes 390 Mino 395 Othe TOT/ APITAL OUTLAY 420 But 440 Offs	vertising surance es and Subscriptions ofessional Services fice Automation ta Processing ntral Maintenance tor Pool Charges her Contractual Services		9,900 3,371 14 17		9,900 3,485		10,340
260 Dues 270 Pros 291 Offi 292 Data 293 Cent 294 Moto 295 Othe TOT/ OMMODITIES 310 Offi 320 Clot 330 Food 340 Oper 350 Repa 360 Oper 370 Repa 380 Oper 380 Oper 390 Mino 395 Other TOT/ APITAL OUTLAY	es and Subscriptions ofessional Services fice Automation ta Processing ntral Maintenance tor Pool Charges her Contractual Services		9,900 3,371 14 17		9,900 3,485		10,340
270 Prod 291 Offi 292 Data 293 Cent 294 Moto 295 Othe TOT/ OMMODITIES 310 Offi 320 Clot 330 Food 340 Oper 350 Repa 360 Oper 370 Repa 380 Oper	ofessional Services fice Automation ta Processing ntral Maintenance tor Pool Charges her Contractual Services		9,900 3,371 14 17		9,900 3,485		10,340
270 Pro: 291 Off: 292 Data 293 Cent 294 Moto 295 Othe TOT/ OMMODITIES 310 Off: 320 Clot 330 Food 340 Oper 350 Repa 360 Oper 370 Repa 380 Oper	ofessional Services fice Automation ta Processing ntral Maintenance tor Pool Charges her Contractual Services		3,371 14 17		3,485		-
291 Offi 292 Data 293 Cent 294 Moto 295 Othe TOTA 0MMODITIES 310 Offi 320 Clot 330 Food 340 Oper 350 Repa 360 Oper 370 Repa 380 Oper 380 Oper 390 Mino 395 Othe TOTA	fice Automation ta Processing ntral Maintenance tor Pool Charges her Contractual Services		3,371 14 17		3,485		-
293 Cent 294 Moto 295 Othe TOT/ OMMODITIES 310 Off: 320 Clot 330 Food 340 Oper 350 Repa 360 Oper 370 Repa 380 Oper	ntral Maintenance tor Pool Charges her Contractual Services		3,371 14 17		•		4,050
293 Cent 294 Moto 295 Othe TOT/ OMMODITIES 310 Off: 320 Clot 330 Food 340 Oper 350 Repa 360 Oper 370 Repa 380 Oper	ntral Maintenance tor Pool Charges her Contractual Services		14 17		200		-
295 Other TOTA OMMODITIES 310 Offf 320 Clost 330 Food 340 Oper 350 Repa 360 Oper 370 Repa 380 Oper 390 Mind 395 Other TOTA APITAL OUTLAY 420 But 440 Offf	her Contractual Services		17		200		
295 Other TOTA OMMODITIES 310 Offf 320 Clost 330 Food 340 Oper 350 Repa 360 Oper 370 Repa 380 Oper 390 Mind 395 Other TOTA APITAL OUTLAY	her Contractual Services	_					200
TOT/ OMMODITIES 310 Off: 320 Clos 330 Food 340 Oper 350 Repa 360 Oper 370 Repa 380 Oper 390 Mind 395 Othe TOT/ APITAL OUTLAY 420 But 440 Off:		_			500		400
0MMODITIES 310 Off: 320 Clot 330 Food 340 Oper 350 Repa 360 Oper 370 Repa 380 Oper 380 Oper 390 Mino 395 Othe TOT/ APITAL OUTLAY 420 But	TAL CONTRACTUAL SERVICES	\$	21,351	\$	19,320	s _	19,420
310 Offi 320 Clot 330 Food 340 Oper 350 Repa 360 Oper 370 Repa 380 Oper 390 Mino 395 Othe TOTA 420 But 440 Offi							
320 Clot 330 Food 340 Oper 350 Repa 360 Oper 370 Repa 380 Oper 390 Mino 395 Othe TOT/ APITAL OUTLAY 420 But 440 Off	tina Cumplina	\$	10,836	\$	9,000	\$	9,000
330 Food 340 Oper 350 Repa 360 Oper 370 Repa 380 Oper 390 Mino 395 Othe TOT/ APITAL OUTLAY 420 But	fice Supplies	Ð	10,030	•	3,000	•	3,000
340 Oper 350 Repa 360 Oper 370 Repa 380 Oper 390 Mino 395 Othe TOTA APITAL OUTLAY 420 Buil	othing and Linen						
350 Repa 360 Oper 370 Repa 380 Oper 390 Mino 395 Othe TOTA APITAL OUTLAY 420 Buil	od, Drugs and Chemicals						
360 Open 370 Repa 380 Open 390 Mino 395 Othe TOTA APITAL OUTLAY 420 Buil	erating Supplies - Buildings						
370 Repa 380 Oper 390 Mino 395 Othe TOTA APITAL OUTLAY 420 But 440 Off	pair Parts-Bldgs. & Improvements						
380 Open 390 Mino 395 Otho TOT/ APITAL OUTLAY 420 Buil 440 Off	erating Supplies - Equipment		O.A.		100		100
390 Mino 395 Othe TOT/ APITAL OUTLAY 420 Bui 440 Off	pair Parts - Equipment		84		100		100
395 Othe TOT/ APITAL OUTLAY 420 Buf 440 Off	erating Supplies - Construction						
TOTA APITAL OUTLAY 420 Buf 440 Off	nor Apparatus & Tools						
APITAL OUTLAY 420 Bui 440 Off	her Commodities	_	40.000		0.100	,-	0 100
420 Bui 440 Off	TAL COMMODITIES	<u>\$</u>	10,920	\$	9,100	\$	9,100
440 Off						_	
	ildings	\$		\$		\$	
450 V-L	fice Equipment				500		730
	hicular Equipment						
	erating Equipment						
	her Capital Outlay	_					
TOTA	TAL CAPITAL OUTLAY	\$		\$	500	\$	730
THER	INC ONFITAL OUTERT						
	THE OFFICE OFFICE	\$		\$		\$	
тот	THE OFFICE OFFICE	_		s		\$	
OTAL	TAL OTHER	\$		•			260,470

FUND:

GENERAL

ACTIVITY NO.: 110-40-060-50000

DEPARTMENT:

ENT: FINANCE

DIVISION:

BUDGET AND MANAGEMENT

The Budget and Management Division supervises the development and administration of the annual operating budget. This division also advises the City Manager and the Director of Finance on budget and associated financial matters. The major activity of this division is developing the budget between February and August. This includes responsibility for developing all preliminary information for both the governing body and City staff; for instructing all divisions and departments as to necessary and appropriate budgetary procedures; considering and reviewing all budget proposals; implementing all revisions directed by the governing body; and publishing the adopted budget document. Other duties include the daily administration of the operating, and CIP budgets, which entails reviewing personnel requisitions, capital outlay requests, budget transfers and financial studies for conformance to City policies. The Budget Office also prepares the City organization chart. For 1988, the Administrative Secretary I position moved to the Finance Director's office, replaced by a secretary (618/619).

Data Processing and Office Automation support are also part of this division. (For more information, see Internal Service Funds.)

	P0S	ITIONS	1988	
	1987	1988	EMPLOYMENT	1988
POSITION TITLE	BUDGET	BUDGET	RANGE	ADOPTED
Research and Budget Officer	1	1	E-8	\$ 45,450
udget Coordinator	1	1	631	36,560
dministrative Analyst	2	2	629	67,310
udget Analyst II	2	2	626	50,000
dministrative Secretary I	1	0		,
ecretary	_0	_1	618/19	20,740
Subtotal	<u>-7</u>	<u>_7</u>		\$220,060
DD: Longevity				1,470
Year End Payroll Accrual				850
DTAL				\$222,380

CAPITAL OUTLAY

1 - Calculator - \$ 150 1 - Dictating Machine - <u>580</u> TOTAL \$ 730

FUND:

GENERAL

ACTIVITY NO.: 110-40-090-50000

DEPARTMENT: FINANCE DIVISION:

CITY CLERK

DIVISION:	CITY CLERK						
			1986		1987		1988
			ACTUAL		BUDGET		ADOPTED
PERSONAL	SERVICES						
110	Salaries & Wages	\$	184,914	\$	200,910	\$	174,510
12x	Health and Life Insurance		10,732	_	10,190		10,840
	TOTAL PERSONAL SERVICES	\$	195,646	\$	211,100	\$	185,350
CONTRACTU	AL SERVICES						
211	Electricity	\$		\$		\$	
212	Natural Gas						
213	Water						
214	Trash/Dump Fees						
220	Communications		4,041		3,115		3,340
230	Transportation Out-of-city		40		200		
231	Transportation In-city						
240	Advertising						
250	Insurance						
260	Dues and Subscriptions		104				
270	Professional Services		10,492		12,815		10,870
291	Office Automation		16,200		15,480		17,750
292	Data Processing		9,454		15,480		17,840
293	Central Maintenance						
294	Motor Pool Charges						
295	Other Contractual Services		7,770		8,000		8,000
	TOTAL CONTRACTUAL SERVICES	\$	48,101	\$	55,090	\$	57,800
COMMODITI	FS			· · · · · · · · · · · · · · · · · · ·			
	Office Supplies	\$	12,637	\$	15,000	\$	17,000
320	Clothing and Linen	•	.2,00	•	,	•	,
330	Food, Drugs and Chemicals						
340	Operating Supplies - Buildings						
350	Repair Parts-Bldgs. & Improvements						
360	Operating Supplies - Equipment						
370	Repair Parts - Equipment		1,051		1,400		1,400
380	Operating Supplies - Construction		,,001		.,		.,
390	Minor Apparatus & Tools						
395	Other Commodities						
333	TOTAL COMMODITIES	\$	13,688	\$	16,400	\$	18,400
				··	· · · · · · · · · · · · · · · · · · ·		
CAPITAL O				•		•	
420	Buildings	\$	7 500	\$	0 500	\$	
440	Office Equipment		7,522		8,500		
450	Vehicular Equipment						
460	Operating Equipment						
470	Other Capital Outlay	, —	7 522	s ⁻	8,500	s _	
	TOTAL CAPITAL OUTLAY	<u> </u>	7,522		0,500	₽	
OTHER							
		\$		\$		\$	
			····				
	TOTAL OTHER	\$		\$		\$	
TOTAL		\$	264,957	\$	291,090	\$	261,550
				 			

FUND: GENERAL DEPARTMENT: FINANCE

ACTIVITY NO.: 110-40-090-50000

DEPARTMENT: FINANCE
DIVISION: CITY CLERK

The City Clerk is the ex-officio clerk of the Board of City Council members, the Board of Bids and Contracts and the Staff Screening and Selection Committee, and is responsible for preparing minutes of all meetings and performing such other duties as may be directed by either the Governing Body, the City Manager, or the Director of Finance. In 1987, the Director of Finance assumed the duties of the City Clerk, and the City Clerk's position has been deleted for 1988. This division is also responsible for 1) administering all Special Assessment Assistance and Deferred Assessment Programs; 2) coordinating bond and note processing; 3) ordinance processing; 4) Code Book revisions; and 5) maintaining official City records.

	POS1	ITIONS	1988	
POSITION TITLE	1987 BUDGET	1988 BUDGET	EMPLOYMENT RANGE	1988 ADOPTED
	DOD GET	DODULI	IVANUL	MODIED
City Clerk	1	0		\$
Deputy City Clerk II	1	1	629	33,650
Deputy City Clerk !	1	1	625	26,090
Administrative Aide !	1	1	620	22,000
Account Clerk II	1	1	619	18,430
ecretary	2	2	618/19	38,430
ata Control Clerk	_2	_2	617	34,040
Subtotal	_9	_8		\$172,640
	_	_		•
NDD: Longevity				1,210
Year End Payroll Accrual				660
COTAL				
OTAL				\$174,510

ACTIVITY NO.: 110-40-660-50000 **GENERAL** FUND: DEPARTMENT: FINANCE DIVISION: CONTROLLER 1986 1987 1988 **ACTUAL BUDGET ADOPTED** PERSONAL SERVICES 430,760 442,572 409,320 110 Salaries & Wages 25,110 24,859 23,600 12x Health and Life Insurance 467,431 432,920 455,870 TOTAL PERSONAL SERVICES CONTRACTUAL SERVICES \$ \$ \$ 211 Electricity 212 Natural Gas 213 Water 214 Trash/Dump Fees 11,468 5,900 8,160 220 Communications 901 230 Transportation Out-of-city 231 Transportation In-city 2,000 1,924 4,000 240 Advertising 10 250 Insurance 1,811 1,605 1,600 Dues and Subscriptions 260 40,961 59,250 44,400 270 Professional Services 291 Office Automation 550 292 Data Processing 241,182 297,770 273,030 293 Central Maintenance 294 Motor Pool Charges 500 250 295 Other Contractual Services 226 TOTAL CONTRACTUAL SERVICES 298,483 369,025 329,990 COMMODITIES 17,000 310 Office Supplies \$ 14,550 18,690 \$ 320 Clothing and Linen 100 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements Operating Supplies - Equipment 577 650 650 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities 15,227 17,650 TOTAL COMMODITIES 19,340 CAPITAL OUTLAY \$ \$ \$ 420 Buildings 2,000 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay 2,000 \$ TOTAL CAPITAL OUTLAY OTHER \$ \$ \$ \$ TOTAL OTHER 803,510 781,141 823,285 \$ TOTAL

FUND:

GENERAL

ACTIVITY NO.: 110-40-660-50000

DEPARTMENT:

FINANCE

DIVISION: CONTROLLER

The responsibility of the Controller's Office is to direct the general accounting, auditing and payroll activities of the City. In addition, this division also coordinates the debt and capital improvement program, develops accounting and auditing programs, advises the Director of Finance and the City Manager on accounting and auditing matters, and provides financial statements to administrative officials. This division's goal is the continued improvement of accounting systems and financial information, so that internal control against, waste, inefficiency and financial infidelity are strengthened, and so that interested parties can be better informed about the City's financial condition and operation.

	POS	ITIONS	1988		
	1987	1988	EMPLOYMENT	1988	
POSITION TITLE	BUDGET	BUDGET	RANGE	ADOPTED	
Controller	1	1	E-9	\$ 43,290	
Senior Accountant	1	1	629	33,650	
Accountant III	1	1	628	32,000	
Accountant II	4	4	626	118,890	
ecountant i	1	1	623	25,030	
Account Clerk III	2	2	621	45,520	
Account Clerk II	4	4	619	82,970	
ecretary	1	1	618/19	20,740	
ccount Clerk I	1	1	617	18,950	
lerk II	1	_1	615	16,620	
Subtota1	<u>17</u>	<u>17</u>		\$437,660	
DD: Longevity				6,110	
Year End Payroll Accrual				1,680	
ESS: 1/2 Accountant II (charged				-	
to Worker's Compensation)				(14,690)	
OTAL				\$430,760	

ACTIVITY NO.: 110-40-900-50000 **GENERAL** FUND: DEPARTMENT: FINANCE **PURCHAS ING** DIVISION: 1988 1987 1986 ACTUAL BUDGET **ADOPTED** PERSONAL SERVICES 226,914 242,540 244,780 110 Salaries & Wages 10,440 9,810 10,336 12x Health and Life Insurance 252,350 255,220 TOTAL PERSONAL SERVICES 237,250 CONTRACTUAL SERVICES \$ \$ \$ 211 Electricity 212 Natural Gas 213 Water 214 Trash/Dump Fees 5,010 5,796 7,655 220 Communications 869 230 Transportation Out-of-city 231 Transportation In-city 106 1,000 1,500 240 Advertising 250 Insurance 300 259 300 260 Dues and Subscriptions 250 270 Professional Services 250 7,740 7,960 291 Office Automation 7,740 47,294 27,650 25,530 292 Data Processing 293 Central Maintenance 190 210 123 294 Motor Pool Charges 300 1,470 295 Other Contractual Services 1,547 41,060 TOTAL CONTRACTUAL SERVICES 63,734 46,255 COMMODITIES \$ 19,000 18,335 \$ 18,080 310 Office Supplies 320 Clothing and Linen 100 100 48 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 1,471 370 Repair Parts - Equipment 380 Operating Supplies - Construction Minor Apparatus & Tools 390 395 Other Commodities \$ 19,100 18,435 19,599 TOTAL COMMODITIES CAPITAL OUTLAY \$ \$ \$ 420 Buildings 149 160 4,400 440 Office Equipment Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay \$ 149 \$ 160 \$ 4,400 TOTAL CAPITAL OUTLAY OTHER \$ \$ \$ \$ TOTAL OTHER 317,200 \$ 319,780 320,732 TOTAL

FUND: GENERAL DEPARTMENT: FINANCE

ACTIVITY NO.: 110-40-900-50000

DIVISION: PURCHASING

This division serves as the City's centralized purchasing office, allowing for the highest quality merchandise for the lowest possible cost. Activities include processing requisitions and purchase orders, taking and analyzing bids, disposing of all surplus and condemned City property, and selling State right-of-way property. The Purchasing Division also administers the self-sustaining Stationery Stores/Duplicating/Microfilming operations. This enables departments to receive duplicating and microfilming services and office supplies as well as providing a mechanism to assess switchboard, postage, office machine maintenance, legal advertising, and vehicle registration costs to the departments. Finally, the Purchasing Division also oversees the City's Vehicle Liability and Building and Contents insurance program and Risk Management activities. For 1988, one secretary position has been moved to the Budget and Management Division, as part of secretarial changes within the Department of Finance.

	POS	ITIONS	1988	
POSITION TITLE	1987 BUDGET	1988 BUDGET	EMPLOYMENT RANGE	1988
		000001	KANGE	ADOPTED
Purchasing Manager	1	1	E - 9	\$ 45,750
Assistant Purchasing Manager	1	1	629	33,650
Senior Buyer	1	1	627	30,440
Buyer	2	2	626	55,980
Secretary	3	2	618/19	37,590
ccount Clerk	1	1	617	18,950
ata Control Clerk	_1	_1	617	18,950
Subtotal	10	9		\$241,310
DD: Longevity				2,540
Year End Payroll Accrual				930
OTAL				\$244,780

CAPITAL OUTLAY

1 - Personal Computer - \$4,400

TOTAL

\$4,400

FUND:

GENERAL

ACTIVITY NO.: 110-40-940-50000

DEPARTMENT: FINANCE

211 Electricity 212 Natural Gas 213 Water 214 Trash/Dump Fees 220 Communications 230 Transportation Out-of-city 231 Transportation In-city 240 Advertising 250 Insurance 260 Dues and Subscriptions 270 Professional Services 291 Office Automation 292 Data Processing 293 Central Maintenance 294 Motor Pool Charges 295 Other Contractual Services TOTAL CONTRACTUAL SERVICES 200MMODITIES 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES 2APITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 450 Operating Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY				1987		1988
110 Salaries & Wages 12x Health and Life Insurance TOTAL PERSONAL SERVICES 211 Electricity 212 Natural Gas 213 Water 214 Trash/Dump Fees 220 Communications 230 Transportation Out-of-city 231 Transportation In-city 240 Advertising 250 Insurance 260 Dues and Subscriptions 270 Professional Services 291 Office Automation 292 Data Processing 293 Central Maintenance 294 Motor Pool Charges 295 Other Contractual Services TOTAL CONTRACTUAL SERVICES 20MMODITIES 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES 2APITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 450 Vehicular Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY		<u>ACTUAL</u>		BUDGET		ADOPTED
TOTAL PERSONAL SERVICES CONTRACTUAL SERVICES 211 Electricity 212 Natural Gas 213 Water 214 Trash/Dump Fees 220 Communications 230 Transportation Out-of-city 231 Transportation In-city 240 Advertising 250 Insurance 260 Dues and Subscriptions 270 Professional Services 291 Office Automation 292 Data Processing 293 Central Maintenance 294 Motor Pool Charges 295 Other Contractual Services TOTAL CONTRACTUAL SERVICES COMMODITIES 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY	_				•	
CONTRACTUAL SERVICES 211 Electricity 212 Natural Gas 213 Water 214 Trash/Dump Fees 220 Communications 230 Transportation Out-of-city 231 Transportation In-city 240 Advertising 250 Insurance 260 Dues and Subscriptions 270 Professional Services 291 Office Automation 292 Data Processing 293 Central Maintenance 294 Motor Pool Charges 295 Other Contractual Services TOTAL CONTRACTUAL SERVICES COMMODITIES 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY	\$	76,367	\$	79,045	\$	81,780
CONTRACTUAL SERVICES 211 Electricity 212 Natural Gas 213 Water 214 Trash/Dump Fees 220 Communications 230 Transportation Out-of-city 231 Transportation In-city 240 Advertising 250 Insurance 260 Dues and Subscriptions 270 Professional Services 291 Office Automation 292 Data Processing 293 Central Maintenance 294 Motor Pool Charges 295 Other Contractual Services TOTAL CONTRACTUAL SERVICES COMMODITIES 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 450 Vehicular Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY		4,455	_	4,230	_	4,500
211 Electricity 212 Natural Gas 213 Water 214 Trash/Dump Fees 220 Communications 230 Transportation Out-of-city 231 Transportation In-city 240 Advertising 250 Insurance 260 Dues and Subscriptions 270 Professional Services 291 Office Automation 292 Data Processing 293 Central Maintenance 294 Motor Pool Charges 295 Other Contractual Services TOTAL CONTRACTUAL SERVICES COMMODITIES 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 450 Vehicular Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY	\$	80,822	\$	83,275	\$	86,280
212 Natural Gas 213 Water 214 Trash/Dump Fees 220 Communications 230 Transportation Out-of-city 231 Transportation In-city 240 Advertising 250 Insurance 260 Dues and Subscriptions 270 Professional Services 291 Office Automation 292 Data Processing 293 Central Maintenance 294 Motor Pool Charges 295 Other Contractual Services TOTAL CONTRACTUAL SERVICES COMMODITIES 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY			•			
213 Water 214 Trash/Dump Fees 220 Communications 230 Transportation Out-of-city 231 Transportation In-city 240 Advertising 250 Insurance 260 Dues and Subscriptions 270 Professional Services 291 Office Automation 292 Data Processing 293 Central Maintenance 294 Motor Pool Charges 295 Other Contractual Services TOTAL CONTRACTUAL SERVICES COMMODITIES 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY	\$		\$		\$	
214 Trash/Dump Fees 220 Communications 230 Transportation Out-of-city 231 Transportation In-city 240 Advertising 250 Insurance 260 Dues and Subscriptions 270 Professional Services 291 Office Automation 292 Data Processing 293 Central Maintenance 294 Motor Pool Charges 295 Other Contractual Services TOTAL CONTRACTUAL SERVICES COMMODITIES 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY						
220 Communications 230 Transportation Out-of-city 231 Transportation In-city 240 Advertising 250 Insurance 260 Dues and Subscriptions 270 Professional Services 291 Office Automation 292 Data Processing 293 Central Maintenance 294 Motor Pool Charges 295 Other Contractual Services TOTAL CONTRACTUAL SERVICES COMMODITIES 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY						
230 Transportation Out-of-city 231 Transportation In-city 240 Advertising 250 Insurance 260 Dues and Subscriptions 270 Professional Services 291 Office Automation 292 Data Processing 293 Central Maintenance 294 Motor Pool Charges 295 Other Contractual Services TOTAL CONTRACTUAL SERVICES COMMODITIES 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY						
231 Transportation In-city 240 Advertising 250 Insurance 260 Dues and Subscriptions 270 Professional Services 291 Office Automation 292 Data Processing 293 Central Maintenance 294 Motor Pool Charges 295 Other Contractual Services TOTAL CONTRACTUAL SERVICES COMMODITIES 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY		2,361		2,035		1,660
240 Advertising 250 Insurance 260 Dues and Subscriptions 270 Professional Services 291 Office Automation 292 Data Processing 293 Central Maintenance 294 Motor Pool Charges 295 Other Contractual Services TOTAL CONTRACTUAL SERVICES COMMODITIES 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY		80				
250 Insurance 260 Dues and Subscriptions 270 Professional Services 291 Office Automation 292 Data Processing 293 Central Maintenance 294 Motor Pool Charges 295 Other Contractual Services TOTAL CONTRACTUAL SERVICES COMMODITIES 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY						
260 Dues and Subscriptions 270 Professional Services 291 Office Automation 292 Data Processing 293 Central Maintenance 294 Motor Pool Charges 295 Other Contractual Services TOTAL CONTRACTUAL SERVICES COMMODITIES 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY						
270 Professional Services 291 Office Automation 292 Data Processing 293 Central Maintenance 294 Motor Pool Charges 295 Other Contractual Services TOTAL CONTRACTUAL SERVICES COMMODITIES 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY						
291 Office Automation 292 Data Processing 293 Central Maintenance 294 Motor Pool Charges 295 Other Contractual Services TOTAL CONTRACTUAL SERVICES COMMODITIES 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY				240		240
292 Data Processing 293 Central Maintenance 294 Motor Pool Charges 295 Other Contractual Services TOTAL CONTRACTUAL SERVICES COMMODITIES 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY						
293 Central Maintenance 294 Motor Pool Charges 295 Other Contractual Services TOTAL CONTRACTUAL SERVICES COMMODITIES 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY						110
294 Motor Pool Charges 295 Other Contractual Services TOTAL CONTRACTUAL SERVICES COMMODITIES 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY		426		1,920		1,790
295 Other Contractual Services TOTAL CONTRACTUAL SERVICES COMMODITIES 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY						
TOTAL CONTRACTUAL SERVICES COMMODITIES 310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY						
310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY		959	·	1,460		1,200
310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY	\$	3,826	\$	5,655	\$	5,000
310 Office Supplies 320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY	-					
320 Clothing and Linen 330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY	\$	0.201	•	9,690		9,500
330 Food, Drugs and Chemicals 340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY	Þ	9,381	\$	9,690		9,500
340 Operating Supplies - Buildings 350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY						
350 Repair Parts-Bldgs. & Improvements 360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY						
360 Operating Supplies - Equipment 370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY						
370 Repair Parts - Equipment 380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY						
380 Operating Supplies - Construction 390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY						
390 Minor Apparatus & Tools 395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY						
395 Other Commodities TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY						
TOTAL COMMODITIES CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY						
CAPITAL OUTLAY 420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY		0.004				
420 Buildings 440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY	\$	9,381	\$	9,690	\$	9,500
440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY						
440 Office Equipment 450 Vehicular Equipment 460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY	\$		\$		\$	
460 Operating Equipment 470 Other Capital Outlay TOTAL CAPITAL OUTLAY OTHER						
470 Other Capital Outlay TOTAL CAPITAL OUTLAY OTHER						
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DTHER						
	\$		\$		\$	
TOTAL OTHER	\$		\$		\$	
TOTAL OTHER	~		Ψ		Ψ.	
	<u>s</u> —		\$		\$	
			•		•	
COTAL	\$	94,029	\$	98,620	\$	100,780

FUND:

GENERAL

ACTIVITY NO.: 110-40-940-50000

DEPARTMENT: FINANCE

DIVISION:

RETIREMENT AND INSURANCE

This division is responsible for the overall coordination and direction of the City retirement system, insurance program, and Deferred Compensation Plan of City employees. The division acts as the administrative arm for four boards -- the Wichita Employees' Retirement System Board, the Police and Fire Retirement System Board, the Wichita Municipal Employees' Group Life Insurance Plan Board, and the Deferred Compensation Plan Management Board -- which establish policy and programs. The Retirement and Insurance Director also serves as a voting member of the Management Board of the Deferred Compensation

The two insurance programs included as the responsibility of this division are:

- 1. Employees' Group Life Insurance Plan
- 2. Employees' Group Health Insurance Plan

	POS	ITIONS	1988	
POSITION TITLE	1987 BUDGET	1988 BUDGET	EMPLOYMENT RANGE	1988 ADOPTED
Retirement and Insurance Director	1	1	E-11	\$39,590
Administrative Aide I	1	1	620	21,720
Secretary	<u>_1</u>	_1	618/19	19,370
Subtotal	<u>3</u>	_3		\$80,680
ADD: Longevity Year End Payroll Accrual				790 310
TOTAL				\$81,780

FUND:	GENERAL		ACTIVITY NO .:	110-40-980-50000	
DEPARTMEN					
DIVISION:					
			1000	1007	1000
			1986	1987	1988
			ACTUAL	BUDGET	ADOPTED
PERSONAL		_		A 200 025	A 225 740
	Salaries & Wages	\$	312,046	\$ 322,935	\$ 335,710
12x	Health and Life Insurance		21,226	20,150	21,440
	TOTAL PERSONAL SERVICES	\$	333,272	\$ 343,085	\$ 357,150
CONTRACTU	AL SERVICES				···
211	Electricity	\$		\$	\$
212	Natural Gas				
213	Water				
214	Trash/Dump Fees				
220	Communications		6,532	5,840	4,870
230	Transportation Out-of-city		•	•	•
231	Transportation In-city		463	300	470
240	Advertising		8		
250	Insurance		810	1,460	
260	Dues and Subscriptions		295	400	400
270	Professional Services		160		
270	Office Automation				110
292	Data Processing		16,556	27,050	24,050
293	Central Maintenance		,	w. ,	,
	Motor Pool Charges		2,400	2,650	2,580
295	Other Contractual Services		7,390	7,755	8,050
293	TOTAL CONTRACTUAL SERVICES	5	34,614	\$ 45,455	\$ 40,530
	TOTAL CONTRACTORE SERVICES		31,011	· 10,105	
COMMODITI	ES				
310	Office Supplies	\$	33,370	\$ 31,665	\$ 33,000
320	Clothing and Linen			160	160
330	Food, Drugs and Chemicals				
340	Operating Supplies - Buildings				
350	Repair Parts-Bldgs. & Improvements				
360	Operating Supplies - Equipment				
370	Repair Parts - Equipment		367	2,470	1,200
380	Operating Supplies - Construction				
390	Minor Apparatus & Tools				
395	Other Commodities		119		
	TOTAL COMMODITIES	\$	33,856	\$ 34,295	\$ 34,360
0401741 0	LITLAV				
CAPITAL 0		\$		\$	\$
	Buildings Office Equipment		119	₩	₩
440 450	Office Equipment Vehicular Equipment		117		
450 460					
460 470	Operating Equipment Other Capital Outlay				
470	TOTAL CAPITAL OUTLAY	\$	119	\$	\$
	TOTAL CAPTIAL COLLAR	-	117	*	· · · · · · · · · · · · · · · · · · ·
OTHER					
		\$		\$	\$
	TOTAL OTHER	\$		\$	\$
TOTAL		\$	401,861	\$ 422,835	\$ 432,040
TOTAL			,	, , , , , , , , , , , , , , , , , , , ,	

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: TREASURY

ACTIVITY NO.: 110-40-980-50000

The Treasury Division is responsible for the collection and distribution of the City's revenue. Within this activity the City Treasurer is responsible for projecting cash balances, supervising all cash disbursements, maintaining cash position, administering investment of all funds including idle funds, developing collection procedures and systems, administering and supervising the licensing program and administering bond and note sales and debt management. The Treasury Office administers these functions through five sections: Collection, Records, Licensing, Investments, and Bonds. The Collection section receives and processes all payments made to the City, including the collection of water bills and all parking meter monies. The Records section is responsible for the detailed work involved for bank deposits, daily cash reports, and reconciliations. The License section is responsible for license records and providing regulatory field license inspections. The Investment section is responsible for keeping records pertaining to the number of investments, dollar amount invested and the return on all investments. The Bond section is responsible for maintaining current information on bond records relative to the City's debt status as well as making bond payments to the fiscal agents.

	POSITIONS		1988	
	1987	1988	EMPLOYMENT	1988
POSITION TITLE	BUDGET	BUDGET	RANGE	ADOPTED
City Treasurer	1	1	E-10	\$ 40,470
Deputy City Treasurer	1	1	629	33,650
Administrative Aide !!!	1	1	625	•
Accountant I	1	1	623	27,580
Administrative Aide	0	1	623	25,030
Account Clerk III	1	0	023	24,230
Account Clerk	1	1		
Cashier II	1	1	619	18,780
Account Clerk I	۱ , م	ı	619	18,500
Parking Meter Coin Collector	3	3	617	54,710
Teller	2	2	617	34,510
Teller (P.T50%)	3	3	615	47,480
161161 (P.1130%)	_1	_1	615	7,070
Subtotal	<u>16</u>	<u>16</u>		\$332,010
ADD: Longevity				
Year End Payroll Accrual				2,420
TOTAL				<u> </u>
TOTAL				\$ 335 , 710